System Training and Response (STaR) Team – SAIS Information Series

Understanding the SDADMS 72 Report

This document is intended to provide information regarding the content and suggested uses of the Student Detail Average Daily Membership System 72 report that is available to registered users in the school level download area of the Student Detail Data Interchange accessible at https://www.ade.az.gov/CommonLogon/Login

SDADMS72 – Current, raw data

The 72 report is a compilation of the raw data that effects Average Daily Membership (ADM) and Average Daily Attendance (ADA) calculations for each student in a particular grade level within a school. The 72 report displays the current, (*also referred to as "real time"*) raw data that resides in the SAIS Student Detail Database.

Accessing the 72

1. Registered users login with a valid username and password on the Arizona Department of Education's Common Logon page at https://www.ade.az.gov/CommonLogon

2. Click on *Student Detail Data Interchange* (SDDI)

3. Select the school for which you wish to download a 72 report from the dropdown menu on the SDDI home page.

4. Click on *Download Area*

5. Verify or enter the fiscal year for which you wish to download a 72 report.

6. Click on *SDADMS72 Unadjusted Student ADM Report*

7. Select the appropriate format. Choose from Portable Document Format, XML or Simple Text.

Note: *We normally recommend using Portable Document Format (PDF) to view the 72 report which requires the use of Adobe Acrobat Reader. A free version of Acrobat Reader is available for download at* http://www.adobe.com

8. Select the grade level for which you wish to download a 72 report from the dropdown menu.

9. Click on *Go*

10. Determine if the report is to be saved and if so, where it will be saved, or open the report for viewing and/or printing.

Purpose of the 72

The SDADMS72 provides the user the opportunity to view the current status of the raw data used to calculate ADM and ADA that resides in SAIS. Except for a set of codes to alert users to certain conditions, everything seen on a 72 report is the result of information that has been submitted by Local Education Agencies (LEAs) and accepted during SAIS import processing. Consider the 72 report to be something like a statement from a bank, except that it is available and up-to-date on-demand. (*Users are cautioned to allow all recently submitted transactions to finish import processing in SAIS prior to downloading 72 reports*.) It is strongly suggested that LEAs use the 72 report at least monthly or whenever a desire or need exists to verify the raw data that currently resides within the SAIS Student Detail Database. See "Considerations for Establishing a Routine for Managing SAIS Data" available as part of the *SAIS Information Series* at http://www.ade.az.gov/schoolfinance/star for additional, important details regarding the use of the 72 report to be certain that data is complete and accurate according to established timelines for payment processing routines at ADE.

Use the 72 to verify that every student that is or has been a member of the school at some point during the school year is listed with complete and accurate information. Pay special attention to enrollment dates, and if applicable, withdrawal dates, as these are used to calculate the total membership days for each student.

Be sure to understand the significance of the data in other fields (*described beginning on page 2 of this document*) as they relate to each student's membership and eligibility for funding. *For example, a numeral 2 or 3 in the Tuition Payer column indicates that ADE is not responsible for funding the membership*.

Also, the 72 report is a tool that can be used to determine, at a quick glance, if any membership is currently ineligible for funding due to an integrity failure.

SDADMS 72 Field Descriptions

Please reference the example SDADMS72 report included with this document or an actual 72 report to see the fields described in this section.

- **Print Date:**

  The date and time the report was downloaded from the Student Detail Data Interchange. The report includes the result of all related data processed in SAIS as of the date and time shown. (*If the report is downloaded prior to the completion of import processing in SAIS, the report will show only what has been processed to that point. LEAs are strongly encouraged to download 72 reports only after SAIS import processing has been completed.*)

- **Requesting District ID:**

  County, Type and District (CTD) number of the district/charter requesting the report.

- **Requesting District Name:**

  Self explanatory.

- **School Name:**

  Self explanatory.

- **School CTDS:**

  County, Type, District and School number of the school to which the report pertains.

- **DOR CTDS**

  CTD number of the district or charter that will receive funding for the memberships listed in this portion of the report. (*A new report page is started for each different funded district or charter.*)

- **DOR Name**

  Name of the district or charter that will receive funding for the memberships listed in this portion of the report.

- **Grade**

  Self explanatory.

- **Register ID**

  Four digit identifier allocated by the district or charter for the attendance reporting unit to which a student is assigned by this school. An example of a reporting unit might be the grade level within a school or a classroom within a grade level. (*A new report page is started for each different Register ID.*)

- **SAIS Student ID**

  ADE generated student identifier.

- **School Student ID**

  School generated student identifier.

- **Name**

  Broken out into three fields on an actual SDADMS 72 report. Last Name, First Name, Nick Name. (*Shown only as "Name" on the sample 72 report attached to this document.*)

- **First Day of Membership**

  The day the membership started. Membership begins on the date the student first receives instruction in the particular membership period. Notes:

  1. *Each membership period is listed separately. Students who enroll, withdraw and then are readmitted within the same school year will be listed separately for each membership period.*

  2. *In SAIS, the terms "First Day of Membership" and "Enrollment Date" are used interchangeably.*

- **Last Day of Membership**

  The last day of attendance for this membership period. If the student has not withdrawn from the membership, N/A (not applicable) will show in this column of the report.

- **Track Num**

  Track number for the student. Pertains to the school's option to operate up to four different calendar tracks. In order to be valid, the track number submitted for each student's membership must coincide with a track that has been set-up and activated on the school level LEA Calendar (*accessed on the ADE Common Logon*). TAPBI schools do not utilize calendar tracks and therefore must show all track numbers to be zero (0).

- **FTE**

  The full-time equivalency of the student's participation in the school. Full-time students should have a submitted FTE of {1.00}. (*Preschool and Kindergarten students are reported at {1.00} FTE and should show as such on the 72 report.*

- **Tuition Payer**

  Simply stated, a {1} in this column indicates that the state is responsible for funding the membership. When {2} (privately paid) or {3} (foreign exchange) appear in this column, the state is not responsible for funding the membership.

- **Special Enrollment**

   Special enrollment status is indicated with one of three codes. {1} CEC-A, {2} CEC-B, {3} Open Enrollment. If the student does not have a special enrollment, N/A (not applicable) will be displayed in this column of the report.

   Notes:

   1. *Special enrollment categories describe specific circumstances applicable to students who reside outside the boundaries of the school district in which they attend school. Therefore, special enrollment codes are not applicable to charter schools. N/A (not applicable) should be displayed in this column for all students who attend charter schools.*

   2. *Special enrollment codes do not apply for most Arizona public school students. Great care should be taken that special enrollment categories are reported only as appropriate.*

- **HB**

   Homebound – *Yes*, indicates that the student has been reported as having a need to receive instruction exclusively at home. *No*, indicates that the student receives instruction at school.

   Certain regulations and procedures apply to students who qualify as homebound. See "Instructions for Required Reports: available at

   http://www.ade.az.gov/schoolfinance for more information.

- **Reported Absence**

   The total number of absence days reported for each membership to date. N/A (not applicable) indicates that no absences exist in the SAIS Student Detail Database for the membership period.

   Notes:

   1. *SAIS requires that absences be reported for students in Kindergarten through 8th grade except those who attend Technology Assisted Program Based Instruction (TAPBI) schools.*

   2. *Absences may be reported for students in grades 9 through 12, except for students who attend TAPBI schools.*

- **Reported Attendance**

   The total number of minutes of attendance reported for each membership to date. N/A (not applicable) indicates that attendance is not being reported for the student.

   Notes:

   1. *SAIS requires that attendance be reported for preschool stu dents with disabilities,*

forhomebound students, and for all TAPBI students, regardless of their grade level.

2. *Attendance may be reported for students in grades 9 through 12.*

3. *For additional information regarding attendance please see any or all of the following*:

   ♦ **"**The Basic SAIS Transactions" available as part of the *SAIS Information Series* at http://www.ade.az.gov/schoolfinance/star

   ♦ **Inside SAIS**, Volume 1, Issue 2 http://www.ade.az.gov/sais

   ♦ SAIS Transactions Overview http://www.ade.az.gov/saisdbdocs.asp

- **Codes**

   A legend describing the values that are shown in the codes column is included on the last page of an actual SDADMS 72 report and at the bottom of the example 72 included with this document. If the student has no applicable codes (notes), N/A (not applicable) will appear in this column.

   While any code alerts the reader to an item of importance, codes 3 and 4 carry the greatest significance. Code 3 alerts the user that current data in SAIS indicates that the student has a concurrent enrollment involving a combination of two or more school districts, charter schools or joint technology education districts (JTED). Code 4 indicates that the student has failed in integrity processing for Average Daily Membership (ADM).

   Either of the situations mentioned above may impact funding and will require further investigation on the part of the LEA.

   Two reports are, or will be, useful when investigating records for students who are shown to be concurrently enrolled. The SDADMS 80-1 report displays information regarding students who are concurrently enrolled in a charter school and a non-charter public school. The soon to be released SDADMS 80-2 displays information regarding students who have concurrent enrollments in any two or more Arizona public schools regardless of the school's nature, be it charter or non-charter.

   The Student Integrity Status Report allows those with access the ability to view integrity error messages. Integrity errors most often require some corrective action on the part of those who submit information to SAIS in order to establish the student's eligibility for ADM funding.

   The reports mentioned above are available at the school level in the download area of SDDI.

Requesting District ID: 00-02-98

Requesting District Name: XYZ Unified School District

School Name: XYZ Elementary School

School CTDS: 00-02-98-001

Grade: 5

DOR CTDS	DOR Name
00-02-98	XYZ Unified School District

Grade	Register ID
5	0005

SAIS Student ID	School Student ID	Name	First Day of Membership	Last Day of Membership	Track Num	FTE	Tuition Payer	Special Enroll	HB	Reported Absence	Reported Attendance	Codes
1234567	5555	Duck, Donald	08/11/2003	N/A	1	1.00	1	N/A	No	37.50	N/A	N/A
2345671	5432	Mouse, Mickey	08/11/2003	10/10/2003	1	1.00	1	N/A	No	4.00	N/A	N/A
3456712	4321	Mouse, Minnie	09/23/2003	04/01/2004	1	1.00	1	N/A	No	1.50	N/A	N/A

The Reported Absence number is the amount of absence reported for the specified period, and the Reported Attendance number is the amount of attendance reported during that period.

Notes:

1 Student has a concurrent enrollment during all or part of this membership in another grade, track, or register in this school.
2 Student has a concurrent enrollment during all or part of this membership in another school in this district.
3 Student has a concurrent enrollment during all or part of this membership in another school in another district/JTED/charter.
4 This membership failed Integrity processing and was not included in the calculations for ADM and ADA.
  a. Integrity failed during the 40th day reporting period.
  b. Integrity failed during the 100th day reporting period.
  c. Integrity failed for the reporting period after 100th day.
5 Integrity has not been run since the last student data change.
  a. Integrity has not been run for the 40th day reporting period.
  b. Integrity has not been run for the 100th day reporting period.
  c. Integrity has not been run for the 101st day trough End of Year reporting period.